

Sample One Beginning Teacher and Mentor Meeting Log 3-26-14
 Module Four– Assessment for Learning
 Sample One-Grade 4 Mathematics

Beginning Teacher and Mentor Meeting Log			
Meeting Dates	Time	Focus	Summary
March 15, 2015	4:00 - 5:00	MM4	Reviewed CCT Performance Profile for Assessment.
March 22, 2015	10:30 - 11:15	MM4	Finished reviewing CCT Performance Profile for Assessment and discussed current practice.
March 29, 2015	12:45 - 01:15	MM4	We met with district coordinator to discuss goal of using formative assessments to help differentiate instruction.
April 01, 2015	09:30 - 10:15	MM4	We met with district coordinator to brainstorm PD activities and resources for learning about formative assessments and using them to differentiate lessons.
April 06, 2015	4:00 - 4:30	MM4	Discussed Ainsworth's and Viegut's book: using formative assessments for learning vs. using assessments for grading.
April 08, 2015	9:30 - 10:15	MM4	Discussed pre-assessment created to determine mastery of skills and concepts related to adding and subtracting fractions.
April 12, 2015	10:30 - 11:15	MM4	Discussed article from <i>Teaching Children Mathematics</i> and how to use multiple manipulatives when teaching fractions.
April 15, 2015	4:00 - 5:00	MM4	Discussed what was learned about students' understanding from most recent formative assessment. Will use pattern blocks with students who struggled with equivalent fractions.
April 26, 2015	4:00 - 4:30	MM4	Discussed ideas for small group instruction based on probes and suggestions for managing multiple groupings.
April 29, 2015	9:30 – 10:15	MM4	We looked over resources to decide what additional activities were needed to differentiate each lesson as well as to decide what questions to use for each lesson probe.
May 3, 2015	10:30 – 11:15	MM4	Shared ideas about using the SMART Board to differentiate upcoming lessons using visuals and to let students demonstrate learning through different tasks.
May 6, 2015	4:15 - 5:00	MM4	Worked with other 4th grade team member to review lesson sequencing and materials to be used with small groups of students. Also, we created additional probes for the lessons.

Sample Beginning Teacher and Mentor Meeting Log ³⁻²⁶⁻¹⁴

Module Four - Assessment of Active Learning

Sample One – Grade 4, Mathematics

May 10, 2015	4:00 - 4:30	MM4	Discussed timeline for completion of module and remaining lessons.
May 25, 2015	4:00 - 4:45	MM4	We met to discuss feedback on draft of reflection paper.